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DDI - 1034-07

DD/S 67-1585

DL/ST# 1737-67

28 MAR 1967

*adm/10.7*

MEMORANDUM FOR: Executive Director Comptroller

SUBJECT: Revised Recommendations on Implementing Consultant Report on Agency Procurement System

REFERENCE: Memo dtd 23 Dec 66 fr DD/S to Ex. Dir. - Compt., sub: Consultant Report on Agency Procurement

1. The meeting of senior Agency officers held on 6 March 1967 to discuss alternatives to implementing the recommendations of the Livingston Report proved most valuable. As a result of that meeting, and subsequent conversations among us, I am now submitting to you, after further reconsideration, revised recommendations which are designed to increase the efficiency of the Agency Procurement System. These recommendations supersede my previous submission to you of 23 December 1966.

2. The recommendations, totaling six in number, are presented to you in general terms so that, depending upon our obtaining your approval, we may retain a posture of flexibility in developing them in more precise detail with the Operating Directorates. It is becoming increasingly clear, I believe, to all of us that the nature and activities of the several Operating Directorates are such that there probably will be some variance in the implementation of these proposals amongst them. Upon receipt of your approval, we will proceed to have individual and direct negotiations with each Operating Directorate on the scope and monetary limitation of the delegations involved and then will submit to you for additional approval agreed positions.

3. The recommendations as now presented for approval are as follows:

a. The current responsibility of the Director of Logistics as the Agency Contracting Officer for all contractual actions funded by Agency appropriations be reaffirmed.

b. The Director of Logistics be authorized to delegate contracting authority to qualified members of his career service who are assigned to Operating Components to perform a contracting function.

c. The Director of Logistics be authorized to establish a Contract Review Board composed of one member nominated by each of the four Deputy Directors

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and chaired by a nominee of his choice. He will also be authorized to request the Office of General Counsel, the Office of Finance, and the Office of Security to nominate an advisor to the Board. The Board will act in an advisory and recommending role to the Director of Logistics in his role as the senior Agency Contracting Officer. He will develop, in consultation with the nominated Board members, a statement of responsibilities and submit it to the Deputy Director for Support for approval prior to the Board's being officially convened.

d. The establishment of a "contracting team" concept in each Directorate, with the staffing of such teams to be in accordance with the needs of the Directorate as identified by negotiation between the Director of Logistics and each Deputy Director. The contracting officer assigned to the Directorate will be the senior member of the team and, according to need, there will either be assigned security and audit officers or, should there be a lack of a full time need for such competency, specifically selected officers from both the Offices of Security and Finance will be identified to support the contracting officer. Additionally the Director of Logistics may delegate to these contracting officers specified contracting authority at an agreed upon level with each Deputy Director but such delegation shall not exceed \$200,000 per contract action.

e. The Chief, Support Services Staff/DD/S expand the scope of the present system design effort with the objective of developing a single contract Management Information System for the Agency, and that the other Directorates assign personnel to assist in the design of the system to ensure the proper input of information from their respective components. Priority attention will be given to completion of the system.

f. The Director of Logistics, after concluding the agreements discussed above and obtaining the necessary approvals, undertake the necessary revision of Agency regulations and handbooks.

4. I recommend that you approve these recommendations and, accordingly, authorize the Director of Logistics to commence the necessary discussions and implementation of the program set forth above.

SIGNED R. L. BANNERMAN

R. L. Bannerman  
Deputy Director  
for Support

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**SUBJECT: Revised Recommendations on Implementing Consultant Report on Agency Procurement System**

**CONCURRENCES:**

[Redacted Signature]

**Deputy Director for Intelligence**

**29 MAR 1967**

**Date**

[Redacted Signature]

**Deputy Director for Plans**

**31 MAR 1967**

**Date**

[Redacted Signature]

**Acting Deputy Director for Science and Technology**

**1 APR 1967**

**Date**

**/s/ J. S. Earman**

**Inspector General**

**3 APR 1967**

**Date**

**The recommendations contained in paragraph 3 are approved.**

**/s/ L. K. White**

**L. K. White**

**Executive Director-Comptroller**

**26 APR 1967**

**Date**

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1234-67

OEL-291/67

20 March 1967

**MEMORANDUM FOR:** Analysis Division/OEL  
Ground Systems Division/OEL  
Plans and Programs Branch/OEL

**SUBJECT:** Memorandum to the Approval Authority

**REFERENCE:** Project Officers Handbook, Part III,  
Page III-5

1. The Reference describes the Memorandum to the Approval Authority which is a part of the ensemble of material known as the Contract Package. Details are contained in the Reference and in other sections of the Handbook. The purpose of this memorandum is to describe a change to one section of the Memorandum, specifically paragraphs 2 and 3, of the standard format. The desired change is described in paragraph 2 of this memorandum.

2. The DCI and other senior members of his Staff some time ago determined that the inclusion of highly technical data and terms in approval memoranda directed to their level was not desired. The A/DP/S&T has similarly determined that the inclusion of such data in approval memoranda to the Directorate are also not desired. Accordingly, each Project Officer, Division Chief and others responsible for the preparation, review and approval of such memoranda should insure that paragraphs 2 and 3 of the standard format eliminate such technical information and that the product conforms to the general format and contents spelled out in the Reference. If there appears to be a requirement for forwarding of technical information, this can be done by attaching a separate technical annex to the approval

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memorandum, and this will be removed by the Directorate in the event it is directed to the DCI, the DDCI or the Executive Director-Comptroller. Elimination of the technical details requires a greater effort by all concerned to insure a full understanding of the proposed project action, the purpose and all other details necessary for approval judgment.

3. These instructions are effective immediately, and Office approval will be given only if the new approach is followed.



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Chief of Staff  
Office of KLINT  
DD/S&T

CONCURRENCE:




24 MAR 1967

Director of KLINT

Date

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